

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, JUNE 6, 2018**

MINUTES

1. The Willmar Planning Commission met on Wednesday, June 6, 2018, at 7:00 p.m. at the Willmar City Offices Conference Room #1.

**** Members Present:** Steve Gardner, Dr. Jerry Kjergaard, Cletus Frank, Jonathan Marchand, and Terry Sieck.

**** Members Absent:** Rolf Standfuss, Jeff Kimpling, Terry VanVeldhuizen, and Margaret Fleck.

**** Others Present:** Sarah Anderson – Planner, Bruce Peterson – Planning & Development Director, Connie Schmoll, Matthew Runke, Jessica Rohloff, Fardowsa Ibrahim, Hussen Ali, Imar A Hassan, Abdi Aden, Mohamud Abdi, Kutiachar, Dayib Saahid – Willmar, MN, Abdirisak Abd – Hopkins, MN, Mohamoud A. Mohamed – Minneapolis, MN.

2. MINUTES: Minutes of the May 23, 2018 meeting were approved as presented.

MISCELLANY - DAY CARE CENTER: Staff presented a recent inquiry about the use of a Day Care Center on property described as follows: Lot 1 excluding that part lying southwesterly of a line drawn northwesterly at right angles to the southeasterly line of Lot 1 from a point on said southeasterly line with is 160' northeasterly of the most southerly corner of said Lot 1, Willmar Industrial Park. The property is Zoned I-1 (Limited Industry), and is owned by Peart Properties, LLLP. The interested party has a purchase agreement for the property, contingent on zoning approval. Staff explained that a Day Care Center is allowed in commercial districts, but it is not a permitted use in an industrial districts.

Denise Favors of the African Development Center, Minneapolis, MN, submitted an email read by staff explaining that the cost of the property and renovation for this building is within budget, the location is strategically placed for the intended users of this facility, and it is a needed use within the City.

The Planning Commission asked for clarification of the surrounding uses. This property is surrounded by I-1 except for one parcel zoned GB (General Business) northeast, across the road.

Mr. Hussen Ali, a representative for the Day Care Center group, explained to the Planning Commission that they have been looking for a property for over a year. They looked at a building on 19th Ave SW, but due to high renovation costs to meet code

requirements, they were unable to purchase the property. The group currently has 60 days to act upon their purchase agreement for the industrial park property.

Connie Schmoll, Economic Development Commission Business Development Specialist, drew attention to the growing need for Day Care Center space. Currently, studies show that over 700 spaces are missing just within the Willmar community. This is an economic development issue, she stated, and it inhibits job growth by contributing to the continued shortage of workers.

Staff explained that a land use variance is against Minnesota State Law. Planning Commission found that rezoning would not be possible in this case, due to its spot zoning nature. Although they could approve a Conditional Use Permit for the district, the findings of fact could not be made as this use is not compatible with the intentions of the Comprehensive Land Use Plan or the Industrial Park.

After review of the site, current zoning, and processes for accommodating this use, the Planning Commission is not supportive of this use for the property. They encourage the interested party to continue searching for appropriately zoned land in the City for this use.

3. SUBDIVISION ORDINANCE REVIEW: Staff presented the most current draft of the Subdivision Ordinance. It has been reviewed by the City Attorney and corrections have been made according to his recommendations. The majority of the Ordinance changes have been minor for readability and updated language purposes.

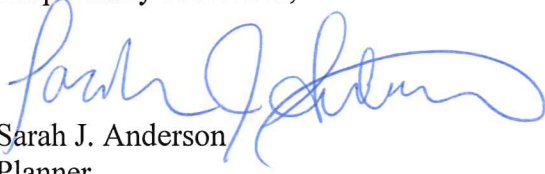
Matthew Runke, from Bonnema Runke Stern Inc., asked for clarification about the minor subdivision procedures (Section 3). Staff explained that due to the City Charter, all subdivisions must have Planning Commission and City Council approval; the process is expedited because no public hearings are required and City Council will approve the subdivisions through Planning Commission minutes. Mr. Runke also suggested that the City require an official plat for minor subdivisions instead of a Surveyor's Certificate, so the appropriate legal descriptions are used for all minor subdivisions.

Mr. Runke and Commissioner Cletus Frank explained to the Planning Commission the legal process for boundary line corrections. It is their suggestion that staff include this capability in the Subdivision Ordinance.

Staff will make the appropriate corrections and complete revisions of the Ordinance by the end of July for a Public Hearing at the Planning Commission before it is forwarded to City Council.

4. There being no further business to come before the Commission the meeting adjourned at 9:09 p.m.

Respectfully submitted,

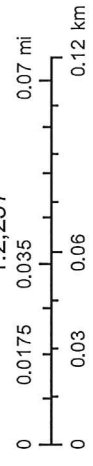
A handwritten signature in blue ink, appearing to read "Sarah J. Anderson", with a stylized flourish at the end.

Sarah J. Anderson
Planner

This aerial map displays a commercial and industrial area in Willmar, Minnesota. The map features several property parcels outlined in red, with a larger area highlighted by a yellow boundary. Key elements include:

- Streets:** Litchfield Ave SE runs vertically on the left. Highway 12 runs horizontally across the middle. Willmar Ave runs horizontally at the bottom.
- Parcel Identification:** Numerous parcels are labeled with their unique numbers, including 95-913-0360, 95-913-0362, 95-505-0020, 95-505-0010, 95-505-0030, 95-505-0028, 95-367-0030, 95-445-0030, 95-831-0160, 95-831-0162, 95-831-0164, 95-831-0166, 95-831-0168, 95-831-0170, 95-831-0172, 95-831-0174, 95-831-0176, 95-831-0178, 95-831-0180, 95-831-0182, 95-831-0184, 95-831-0186, 95-831-0188, 95-831-0190, 95-831-0192, 95-831-0194, 95-831-0196, 95-831-0198, 95-831-0200, 95-831-0202, 95-831-0204, 95-831-0206, 95-831-0208, 95-831-0210, 95-831-0212, 95-831-0214, 95-831-0216, 95-831-0218, 95-831-0220, 95-831-0222, 95-831-0224, 95-831-0226, 95-831-0228, 95-831-0230, 95-831-0232, 95-831-0234, 95-831-0236, 95-831-0238, 95-831-0240, 95-831-0242, 95-831-0244, 95-831-0246, 95-831-0248, 95-831-0250, 95-831-0252, 95-831-0254, 95-831-0256, 95-831-0258, 95-831-0260, 95-831-0262, 95-831-0264, 95-831-0266, 95-831-0268, 95-831-0270, 95-831-0272, 95-831-0274, 95-831-0276, 95-831-0278, 95-831-0280, 95-831-0282, 95-831-0284, 95-831-0286, 95-831-0288, 95-831-0290, 95-831-0292, 95-831-0294, 95-831-0296, 95-831-0298, 95-831-0300, 95-831-0302, 95-831-0304, 95-831-0306, 95-831-0308, 95-831-0310, 95-831-0312, 95-831-0314, 95-831-0316, 95-831-0318, 95-831-0320, 95-831-0322, 95-831-0324, 95-831-0326, 95-831-0328, 95-831-0330, 95-831-0332, 95-831-0334, 95-831-0336, 95-831-0338, 95-831-0340, 95-831-0342, 95-831-0344, 95-831-0346, 95-831-0348, 95-831-0350, 95-831-0352, 95-831-0354, 95-831-0356, 95-831-0358, 95-831-0360, 95-831-0362, 95-831-0364, 95-831-0366, 95-831-0368, 95-831-0370, 95-831-0372, 95-831-0374, 95-831-0376, 95-831-0378, 95-831-0380, 95-831-0382, 95-831-0384, 95-831-0386, 95-831-0388, 95-831-0390, 95-831-0392, 95-831-0394, 95-831-0396, 95-831-0398, 95-831-0400, 95-831-0402, 95-831-0404, 95-831-0406, 95-831-0408, 95-831-0410, 95-831-0412, 95-831-0414, 95-831-0416, 95-831-0418, 95-831-0420, 95-831-0422, 95-831-0424, 95-831-0426, 95-831-0428, 95-831-0430, 95-831-0432, 95-831-0434, 95-831-0436, 95-831-0438, 95-831-0440, 95-831-0442, 95-831-0444, 95-831-0446, 95-831-0448, 95-831-0450, 95-831-0452, 95-831-0454, 95-831-0456, 95-831-0458, 95-831-0460, 95-831-0462, 95-831-0464, 95-831-0466, 95-831-0468, 95-831-0470, 95-831-0472, 95-831-0474, 95-831-0476, 95-831-0478, 95-831-0480, 95-831-0482, 95-831-0484, 95-831-0486, 95-831-0488, 95-831-0490, 95-831-0492, 95-831-0494, 95-831-0496, 95-831-0498, 95-831-0500, 95-831-0502, 95-831-0504, 95-831-0506, 95-831-0508, 95-831-0510, 95-831-0512, 95-831-0514, 95-831-0516, 95-831-0518, 95-831-0520, 95-831-0522, 95-831-0524, 95-831-0526, 95-831-0528, 95-831-0530, 95-831-0532, 95-831-0534, 95-831-0536, 95-831-0538, 95-831-0540, 95-831-0542, 95-831-0544, 95-831-0546, 95-831-0548, 95-831-0550, 95-831-0552, 95-831-0554, 95-831-0556, 95-831-0558, 95-831-0560, 95-831-0562, 95-831-0564, 95-831-0566, 95-831-0568, 95-831-0570, 95-831-0572, 95-831-0574, 95-831-0576, 95-831-0578, 95-831-0580, 95-831-0582, 95-831-0584, 95-831-0586, 95-831-0588, 95-831-0590, 95-831-0592, 95-831-0594, 95-831-0596, 95-831-0598, 95-831-0600, 95-831-0602, 95-831-0604, 95-831-0606, 95-831-0608, 95-831-0610, 95-831-0612, 95-831-0614, 95-831-0616, 95-831-0618, 95-831-0620, 95-831-0622, 95-831-0624, 95-831-0626, 95-831-0628, 95-831-0630, 95-831-0632, 95-831-0634, 95-831-0636, 95-831-0638, 95-831-0640, 95-831-0642, 95-831-0644, 95-831-0646, 95-831-0648, 95-831-0650, 95-831-0652, 95-831-0654, 95-831-0656, 95-831-0658, 95-831-0660, 95-831-0662, 95-831-0664, 95-831-0666, 95-831-0668, 95-831-0670, 95-831-0672, 95-831-0674, 95-831-0676, 95-831-0678, 95-831-0680, 95-831-0682, 95-831-0684, 95-831-0686, 95-831-0688, 95-831-0690, 95-831-0692, 95-831-0694, 95-831-0696, 95-831-0698, 95-831-0700, 95-831-0702, 95-831-0704, 95-831-0706, 95-831-0708, 95-831-0710, 95-831-0712, 95-831-0714, 95-831-0716, 95-831-0718, 95-831-0720, 95-831-0722, 95-831-0724, 95-831-0726, 95-831-0728, 95-831-0730, 95-831-0732, 95-831-0734, 95-831-0736, 95-831-0738, 95-831-0740, 95-831-0742, 95-831-0744, 95-831-0746, 95-831-0748, 95-8

1:2,257



NOTICE OF HEARING ON A REQUEST TO SUBDIVIDE PROPERTY

Notice is hereby given that the City of Willmar Planning Commission will meet on Wednesday, June 20, 2018, at 7:01 p.m. at the City Office Building (Conference Room #1 main floor), 333 6th St. SW, Willmar, Minnesota, to conduct a public hearing to hear reasons for and against a subdivision plat submitted by Myron Krupa, Willmar, MN. Said subdivision is a replat of property described as: Lots 2-3, Block 1, Midwest Storage Addition.

All property owners or residents living in the vicinity of the above described property are hereby notified of the public hearing and that they may appear in person or be represented by counsel to be heard on this matter.

May 29, 2018

Date

Sarah J. Anderson

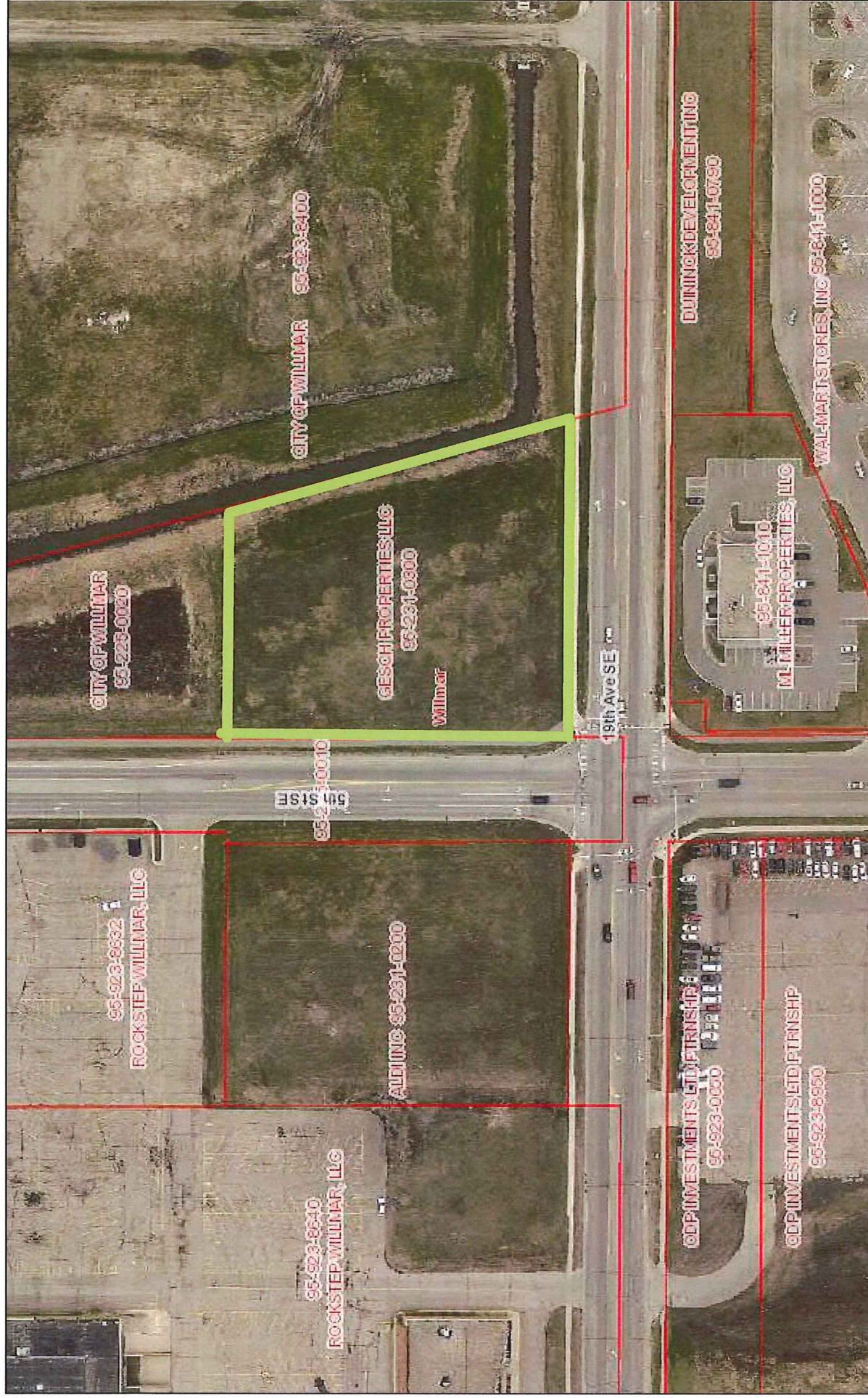
Planner

Abbey

Si Usted no lee inglés o si este aviso no contiene una explicación suficiente, por favor comuníquese con Maria al 235-0850 ext. 1100, de Heartland Community Action Agency.

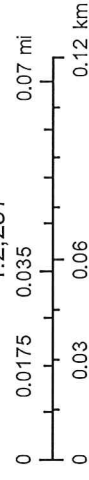
Haddii Aadan Akhriyi Karin Ama Aadan Fahmeeynin Ogeeysiiskan, Fadlan Soo Wac: Sahra Gure, West Central Interpreting Services, LLC (320)235-0165 ama (320)441-8555.

Co-Op Credit Union Location



June 13, 2018

1:2,257



PLANNING COMMISSION – JUNE 20, 2018

STAFF COMMENTS

1. MIDWEST STORAGE 2ND ADDITION PRELIMINARY AND FINAL PLAT – FILE NO. 18-02:

- The applicant is Myron Krupa of Willmar, MN.
- The applicant is requesting to subdivide two parcels for a lot line change on property legally described as follows: Lots 2 & 3, Block 1, Midwest Storage Addition.
- The applicant is requesting this subdivision to alter lot lines, allowing an accessory kiosk to be added for Midwest Storage.
- Lot 2 fronts E Hwy 12 and Lot 3 is an internal parcel. Both are accessed via Outlot A from E Hwy 12. There are no proposed changes to ingress/egress from E Hwy 12.
- The parcels are zoned GB (General Business).
- Minimum lot area and width are well exceeded. All setbacks are met.
- Midwest Storage Addition has been submitted to the County Recorders. Due to timing of submittal, there have been some processing delays.
- An easement has been granted for the existing private water main that crosses Lot 1 and serves Lot 2. This easement will be recorded at the County with Midwest Storage Addition.

Fire Chief/Marshal Comments: It appears that this area meets all current fire service needs. This may change if building plans are submitted.

Engineering/Public Works Comments: Municipal sanitary sewer main ends in Lot 1. An easement for the extension of the sanitary sewer to Lot 2 should be added. Also, the elevation of Lot 2 should be investigated as it might require a lift station.

The existing private water main that crosses Lot 1 and serves Lot 2 should be protected by an easement.

MUC Comments: Single phase power is available. Three phase power would require considerable construction.

The existing private water main that crosses Lot 1 and serves Lot 2 may need an easement.

RECOMMENDATION: Reopen and complete the public hearing. Approve the preliminary and final plat with the following conditions:

1. A 6' utility easement shall be reflective of the lot line changes along the interior lot line between Lots 1 & 2.
2. The private water line utility easement across Lot 1 shall be reflected on the plat.

2. CO-OP CREDIT UNION PLAN REVIEW – FILE NO 18-06:

- The applicant is HTG Architects (Russ Schramm) of Eden Prairie, MN.
- The applicant is requesting a plan review to allow a credit union with a 3-lane drive-up on property described as follows: Lot 1, Block 2, Gesch Acres Second Addition.
- The property is zoned GB (General Business).
- Minimum lot width and area requirements are well exceeded. All current building and parking setbacks are met.
- Parking requirements are met (24 spaces required, 28 planned).

- There is one drive up window proposed with 3 lanes and stacking for 4 cars at each lane.
- The site can be accessed by 2 proposed locations via 5th St. SE and 19th Ave. SE. 25' curb cuts are proposed at both locations.
- The business will fit in with the surrounding uses and structures. Brick is the proposed building façade material.
- Construction is tentatively scheduled to begin later this summer and completion is anticipated for early 2019.

Engineering Comments: I have reviewed plans for Co-op Credit Union, prepared by HTG Architects, and have the following comments.

- A NPDES construction storm water permit will be required for this project.
- Post development runoff should be equal to or less than pre development runoff. Drainage calculations have been submitted and are in compliance with City Ordinance.
- Prior to any soil disturbing operations, perimeter silt fence shall be installed to prevent any sediment from leaving the site.
- The plan set does not include a utility plan sheet or a SWPPP sheet. These will need to be reviewed prior to project approval.
- All downstream storm sewer inlets or aprons shall have inlet protection in place prior to any soil disturbing operations.
- All offsite vehicle tracking sediment shall be swept at the end of each work day.
- The entrance from 5th Street SE will require pavement marking revisions to create a lengthen center turn lane.

RECOMMENDATION: Approve the plan review with the following condition:

- A. All future site development (building and parking) shall meet Zoning Ordinance Standards or a variance shall be obtained.
- B. All Engineering Department comments shall be met, adhered to, and additional information supplied as requested.
- C. The use shall meet all applicable local, state, and federal rules and regulations at all times.